

# Employee Guide to Paid Leave Available due to COVID-19 Absences



This guide provides information on paid leave benefits that are available to you if you are unable to work (or telework) due to an absence related to the COVID-19 pandemic. There are several new paid leave options available to you to help support you during this unprecedented time.

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# *Employee Guide to Paid Leave Available due to COVID-19 Absences*

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## Federal Emergency Paid Sick Leave

Effective April 1, 2020, **eligible employees who are unable to work (or telework)** may use up to 80 hours total (prorated if part-time) of Federal Emergency Paid Sick Leave. Eligibility for this leave is based on the reason for the absence and your employment type.

Federal Emergency Paid Sick Leave Benefits						
Reason for Absence	Eligibility			Rate of Pay	Able to Supplement Pay Received	STAR HCM Code for Timesheet <sup>1</sup>
	Healthcare Providers & Emergency Responders as Defined by Agency	Elected Officials	All Other State Employees			
You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	No	No	Yes	Regular rate of pay up to \$511/day (\$5,110 in total)	No - if your regular earnings exceed \$511/day, you can NOT supplement earnings with state leave available	COVF1 (COVID-Fed Sick Leave Self)
You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19	Yes	No	Yes			
You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	Yes	No	Yes			
You are a non-essential employee who was directed by your agency to not report to work and telework is not available	No	No	Yes			
You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	No	No	Yes	2/3 of regular pay, up to \$200/day (\$2,000 in total)	Yes – can use state leave available (sick leave <sup>2</sup> , vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings, up to your regular earnings	COVF4 (Fed Sick Leave Child/Fam)
You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	No	No	Yes			
You need to care for a son or daughter <sup>3</sup> if the school <sup>4</sup> or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	No	No	Yes			

<sup>1</sup> These timesheet codes are automatically available for all employees except healthcare workers and emergency responders. If you are a healthcare worker or emergency responder and will be using this leave for your own illness, please see the request process at the end of this document. Once your request is authorized by your agency, the code will be available to you.

<sup>2</sup> As of March 15, 2020, you can now use sick leave when necessary to care for members of your immediate family for a variety of reasons including a state isolation order, illness, quarantine order, and the closure of school or daycare facilities.

<sup>3</sup> Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that leave is used

<sup>4</sup> School means an elementary or secondary school

## Emergency Family and Medical Leave Act (FMLA) Expansion

Effective April 1, 2020, FMLA was temporarily expanded in scope to provide **up to 12 weeks** of expanded FMLA that is **partially paid** for employees **who are unable to work (or telework)** in order to care for a son or daughter<sup>5</sup> whose school<sup>6</sup> or daycare has closed due to the COVID-19 pandemic. Please note that this is not an additional 12 weeks of FMLA – this just expands the reason that an employee can use FMLA.

The following employees are NOT eligible for the Emergency FMLA Expansion:

- Employees who have worked less than 30 days
- Healthcare providers and emergency responders as defined by their agency
- Elected officials and their high-level appointees who are normally excluded from FMLA

All other state employees who have **worked for at least 30 days** are eligible for these provisions.

Emergency Family and Medical Leave Act (FMLA) Expansion		
Benefits Available	Rate of Pay	Able to Supplement Pay Received or Substitute Other Leave?
First 2 weeks of expanded FMLA is <b>unpaid</b>	Unpaid Leave	Yes – can use Federal Emergency Paid Sick Leave benefits (2/3 of regular pay, up to \$200/day) and supplement earnings with state leave available.  <b>Note:</b> Not required to use Federal Emergency Paid Sick Leave during this 2-week period. You can also substitute available state leave.
Weeks 3 through 12 of expanded FMLA are partially paid	2/3 of regular rate of pay, up to \$200/day (\$10,000 in total)	No – there is no option to supplement or substitute state paid leave benefits

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<sup>5</sup> Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence

<sup>6</sup> School means an elementary or secondary school

## State Paid Administrative Leave

State Paid Administrative Leave was first available for eligible employees on March 15, 2020.

The following employee types are **NOT eligible** for State Paid Administrative Leave:

- Employees who are covered for the same reason under the Federal Emergency Paid Sick Leave or Expanded FMLA provisions
- Employees who are determined by the employer to be capable of telework and are physically capable of working
- Elected officials
- Employees denied leave due to operational necessity
- State Patrol Troopers and Inspectors in the represented public safety bargaining unit, unless an agreement is reached with the union to be covered under this administrative leave program.

Effective April 1, 2020, eligible employees who are unable to work (or telework), are eligible for the following State Administrative Leave Benefits.

State Paid Administrative Leave Benefits			
Reason for Absence	When is State Paid Administrative Leave Available?	Benefit Available	STAR HCM Code for Timesheet <sup>7</sup>
You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	After Federal Emergency Paid Sick Leave and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	Up to 80 hours (prorated if part-time) of State Paid Administrative leave at your regular rate of pay	COVS2
You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19			
You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work			
You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	<b>Note:</b> If you used State Paid Administrative leave from March 15 – 31, 2020, only the remaining hours are available to you.	COVS3
You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.			
You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions			COVS1
You are a non-essential employee who was directed by your agency to not report to work and telework is not available	After Federal Emergency Paid Sick Leave is exhausted		COVN1

<sup>7</sup> These timesheet codes are now only available for entry by your supervisor or payroll staff for absences dates March 28, 2020 or later. Please contact your supervisor or payroll staff to enter these codes on your timesheet for you.

## Leave Types Available Based on Reason for Absence Examples

Below are leave types that are available if you are **unable to work or telework** and **you are an employee who is eligible for the specific leave type** (see eligibility requirements earlier in the document).

### Scenario 1: I am an Elected Official. What benefits are available to me if I have COVID-19 related absence?

You are not eligible for any additional leave benefits.

### Scenario 2: I am a healthcare provider or emergency responder as defined by my agency. What benefits are available to me if I have a COVID-19 related absence?

Reason for Absence	Leave Benefits Available
Personal illness: <ul style="list-style-type: none"> <li>You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work</li> <li>You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>As of April 1, 2020, up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time) at your regular rate of pay, up to \$511/day</li> <li>Any available state leave (sick leave, vacation, personal holiday, sabbatical, earned legal holiday, comp time)</li> </ul> <p><b>Note:</b> <i>Not eligible for State Paid Administrative Leave</i></p>
Need to care for someone else: <ul style="list-style-type: none"> <li>You need to care for someone else who is quarantined</li> <li>You need to care for a child due to a school or daycare closure</li> </ul>	<p>You must follow normal leave request procedures and if approved, may use any available state leave (sick leave, vacation, personal holiday, sabbatical, earned legal holiday, comp time)</p> <p><b>Note:</b> <i>In exceptional situations, Federal Emergency Paid Sick Leave and expanded FMLA provisions may be available.</i></p>

### Scenario 3: You have been advised by a health care provider to self-quarantine

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	Regular rate of pay, up to \$511/day	Available for immediate use as of April 1, 2020
Any available state leave: <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Vacation</li> <li>Personal Holiday</li> <li>Sabbatical</li> <li>Earned Legal Holiday</li> <li>Comp Time</li> </ul>	Regular rate of pay	<ul style="list-style-type: none"> <li>Available for immediate use</li> <li>Can use in lieu of Federal Emergency Paid Sick Leave</li> </ul>
Up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	<p>Can use once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</p> <p><b>Note:</b> <i>This leave is NOT available to elected officials, healthcare providers and emergency responders.</i></p>

**Scenario 4:** You are sick and have COVID-19, or you are experiencing flu-like and/or COVID-19 symptoms, and are seeking a diagnosis for COVID-19

**Note:** This also applies to employees who are sent home or told not to report due to the above symptoms.

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	Regular rate of pay, up to \$511/day	Available for immediate use as of April 1, 2020
Any available state leave: <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Vacation</li> <li>Personal Holiday</li> <li>Sabbatical</li> <li>Earned Legal Holiday</li> <li>Comp Time</li> </ul>	Regular rate of pay	<ul style="list-style-type: none"> <li>Available for immediate use</li> <li>Can use in lieu of Federal Emergency Paid Sick Leave</li> </ul>
Up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	<p>Can use once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</p> <p><b>Note:</b> This leave is <i>NOT</i> available to elected officials, healthcare providers and emergency responders.</p>

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**Note:** Scenarios 5 - 7 on the following pages do **NOT** apply to Elected Officials, Healthcare Providers or Emergency Responders

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**Scenario 5:** You need to care for an individual ordered to self-quarantine

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	2/3 rate of pay, up to \$200/day	<p>Available for immediate use as of April 1, 2020</p> <p><b>Note:</b> can use available state leave to supplement earnings, up to 100% of regular earnings</p>
Any available state leave: <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Vacation</li> <li>Personal Holiday</li> <li>Sabbatical</li> <li>Earned Legal Holiday</li> <li>Comp Time</li> </ul>	Regular rate of pay	<ul style="list-style-type: none"> <li>Available for immediate use</li> <li>Can use in lieu of Federal Emergency Paid Sick Leave</li> </ul>
Up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	Can use once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted

**Scenario 6:** You need to care for a son or daughter because of a school or daycare closure (on either a part-time or full-time basis)

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	2/3 rate of pay, up to \$200/day	Available for immediate use as of April 1, 2020 <b>Note:</b> can use available state leave to supplement earnings, up to 100% of regular earnings
Any available state leave: <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Vacation</li> <li>Personal Holiday</li> <li>Sabbatical</li> <li>Earned Legal Holiday</li> <li>Comp Time</li> </ul>	Regular rate of pay	<ul style="list-style-type: none"> <li>Can use to supplement pay received under Federal Emergency Paid Sick Leave provision</li> <li>Can use in lieu of Federal Emergency Paid Sick Leave</li> <li>Can use once no longer covered by Federal Expanded FMLA</li> </ul>
<b>If employed for at least 30 days,</b> eligible for up to 12 weeks of Federal Expanded FMLA	<ul style="list-style-type: none"> <li>First 2 weeks unpaid but can use Federal Emergency Paid Sick Leave and available state leave during this period (as noted above)</li> <li>Starting at week 3 of expanded FMLA leave, receive 2/3 rate of pay, up to \$200/day</li> </ul>	Paid FMLA available after first 2 weeks of expanded FMLA
Up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	Can use once leave under Federal Emergency Paid Sick Leave, Federal Expanded FMLA, and available state leave is exhausted

**Note:** If you are working part-time, you can use the paid leave available referenced above for the hours in which you are unable to work. Once covered by expanded FMLA, you can receive 2/3 rate of pay (up to \$200/day) for your non-working hours. The duration of expanded FMLA will be based on hours used (for example, if usually work full-time and you use 20 hours of expanded FMLA and telecommute 20 hours during the week, that will count as half a week of expanded FMLA used).

**Scenario 7:** There is no telework available to you (or not enough telework to work your full schedule) and you are unable to access your work location due to agency direction.

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	Regular rate of pay, up to \$511/day	Available for immediate use as of April 1, 2020
Up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	Available once Federal Emergency Paid Sick Leave is exhausted
Any available state leave: <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Vacation</li> <li>Personal Holiday</li> <li>Sabbatical</li> <li>Earned Legal Holiday</li> <li>Comp Time</li> </ul>	Regular rate of pay	Not required to be used prior to Federal Emergency Paid Sick Leave or State Paid Administrative Leave

**Note:** If you are only able to telework part-time, you can use the above leave for the hours that you are unable to telework.



## Additional Information

### How to Request Federal Emergency Paid Sick Leave or Expanded FMLA

The Department of Labor (DOL) requires the employer to collect documentation of the request. If you need to use this leave, contact your local HR representative for assistance.

### How to Request State Paid Administrative Leave

Employees are no longer able to enter this type of leave on their timesheet for absences after March 28, 2020. Only an employee's supervisor or agency payroll staff can enter the leave on behalf of the employee. You should contact your supervisor or payroll staff if you are eligible to use this leave and need it entered on your timesheet. As a reminder, you cannot use this leave until all other Federal Emergency Paid Leave, paid expanded FMLA (if taking leave for childcare purposes), and state leave is used.

**Note:** *Non-essential employees who do not have any or enough telework available may use this leave BEFORE using their state leave. See [Scenario 7](#) for more information.*

### How To Enter Leave in STAR

See the [Employee Self Service COVID-19 Leave Entry Job aid](#) for details about how to enter Federal Emergency Paid Sick Leave on your timesheet and the entry required if you are supplementing your pay with other paid leave. The Time Reporting Codes needed to enter Federal Emergency Paid Sick Leave are now available for use. The process to enter Emergency FMLA will be forthcoming.

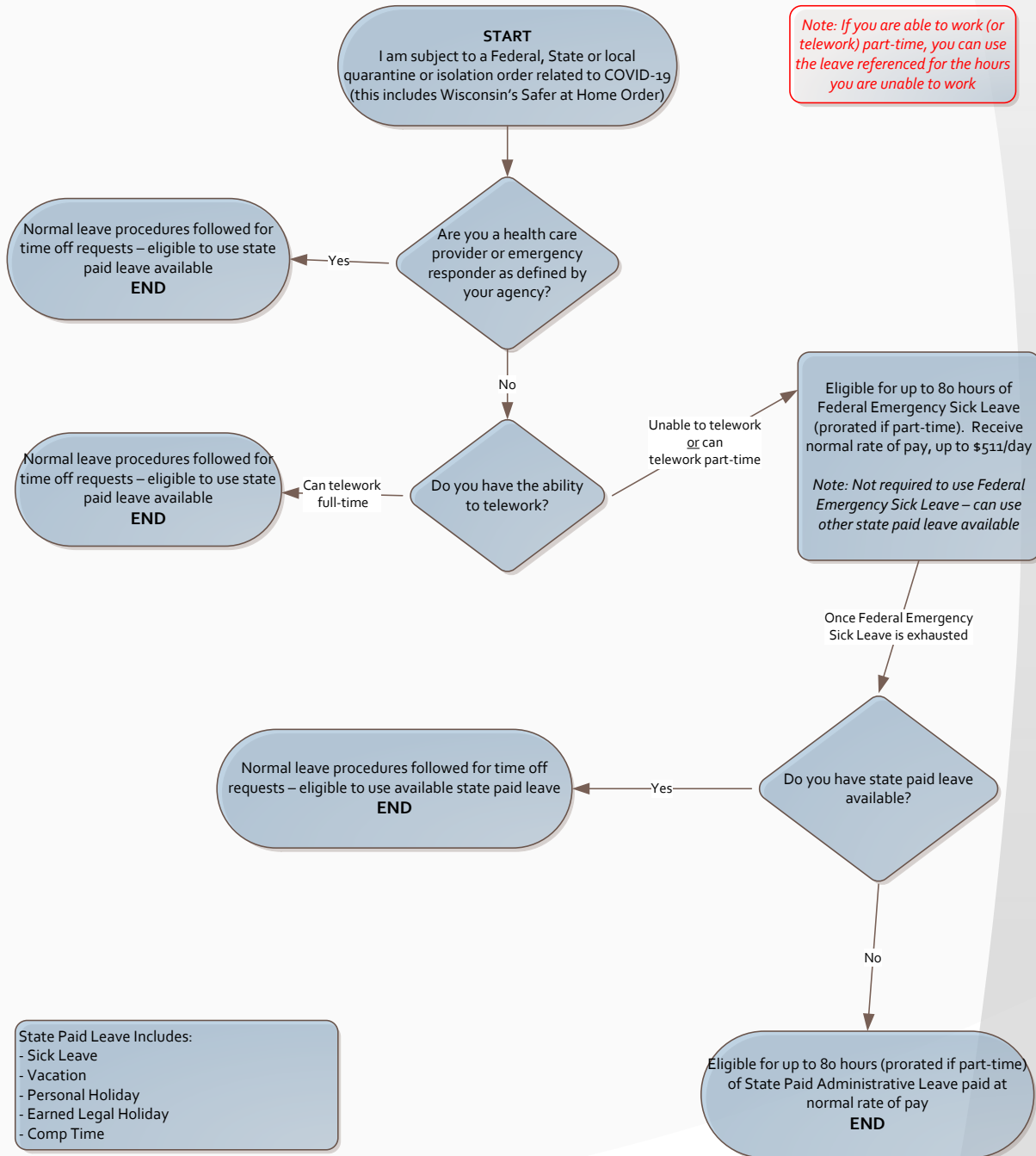
### More Information and Resources

- [Employee Self Service COVID-19 Leave Entry Job Aid](#) (for all except Healthcare Providers & Emergency Responders)
- [Employee Self Service COVID-19 Leave Entry Job Aid for Healthcare Providers & Emergency Responders](#)
- [COVID-19 Employee Information Webpage](#)
- Families First Coronavirus Response Act: Employee Paid Leave Rights ([English Version](#) / [Spanish Version](#))
- [Mental Health & Well-Being Resources](#)
- [Wisconsin Department of Health Services COVID-19 Webpage](#)
- [Centers for Disease Control and Prevention](#)

## Appendix: Leave Scenario Process Flows

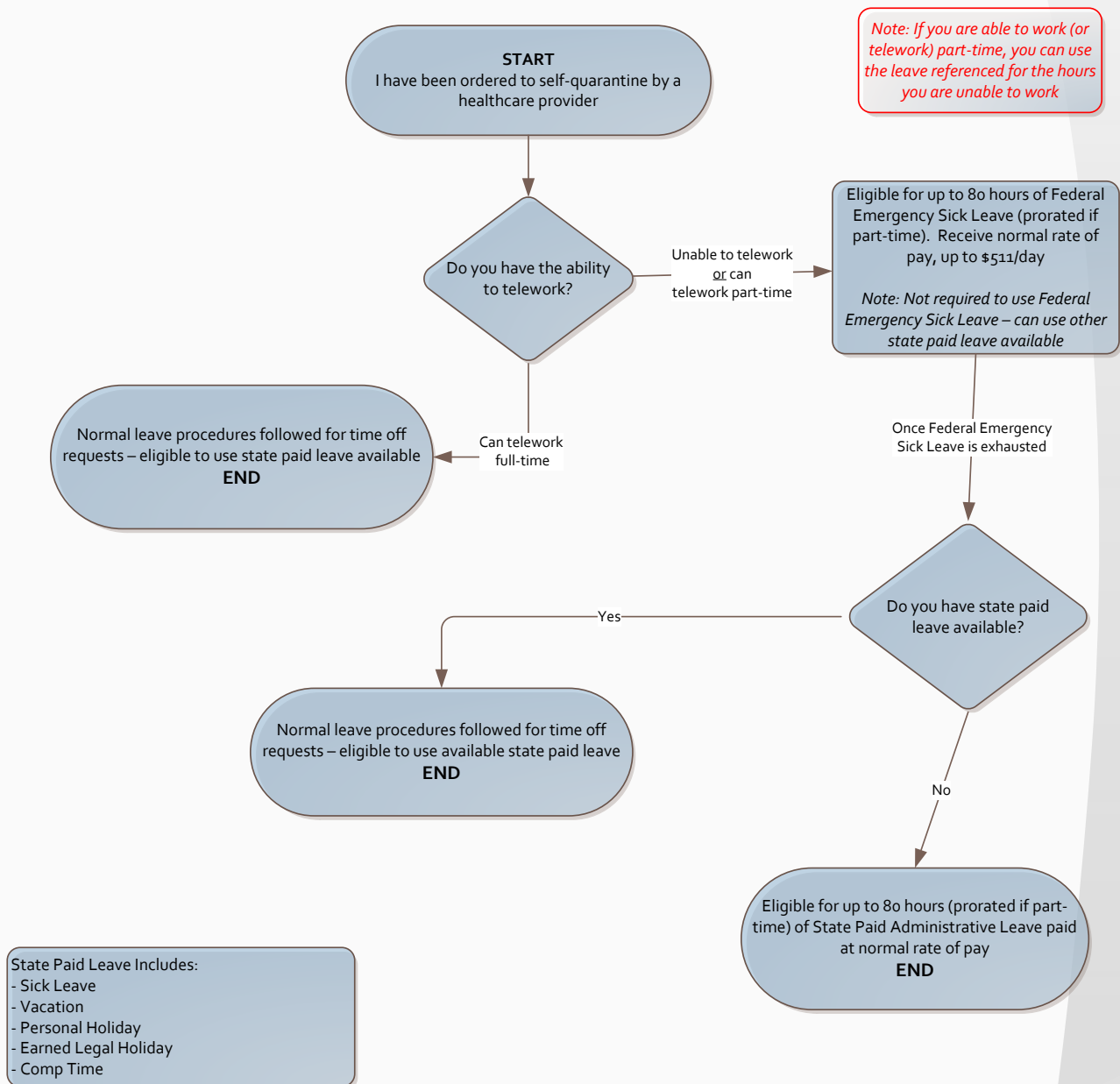
### Leave Usage: Self-Isolate or Quarantine Order

April 5, 2020



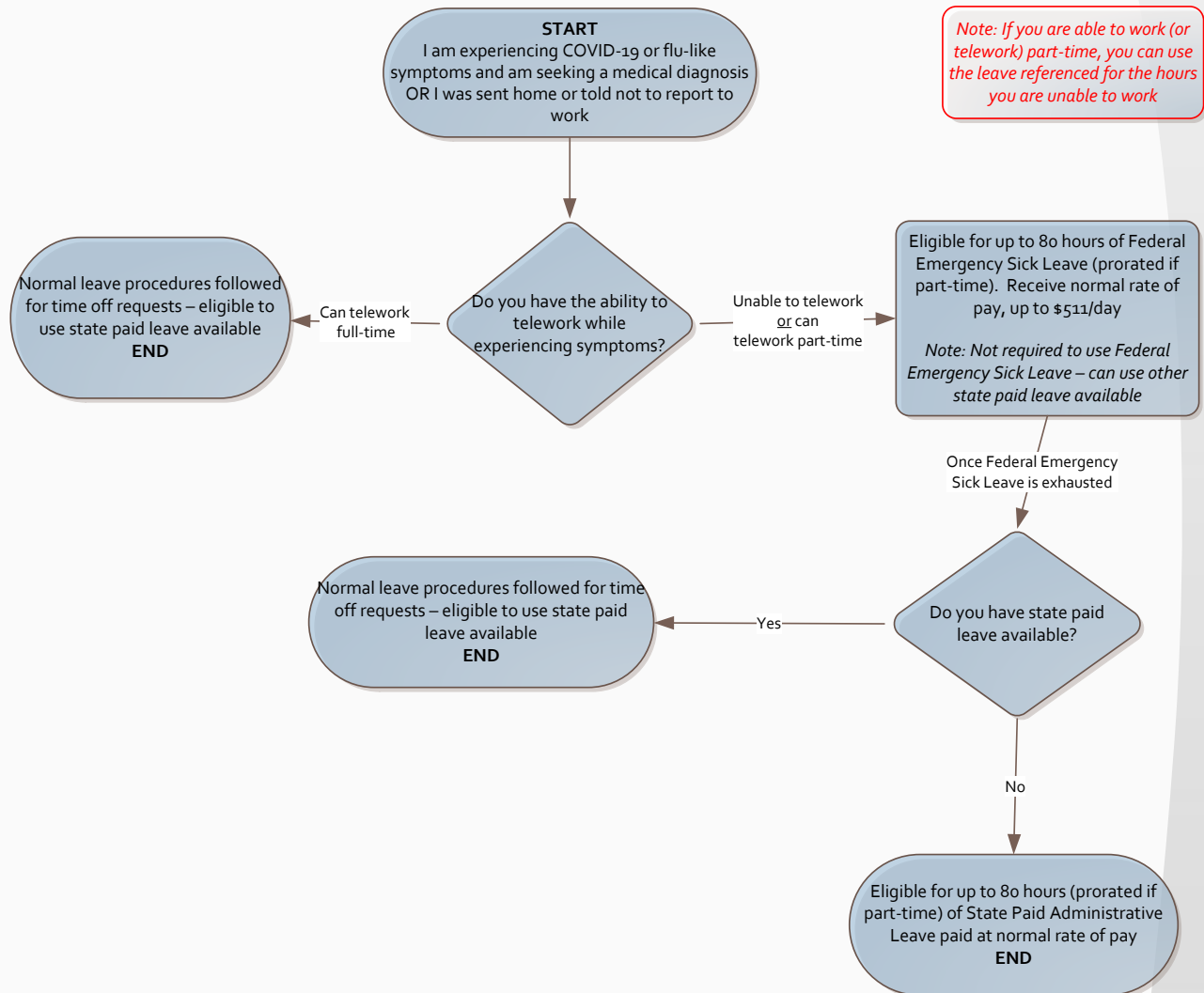
# Leave Usage: Self-Quarantine - Provider

April 5, 2020



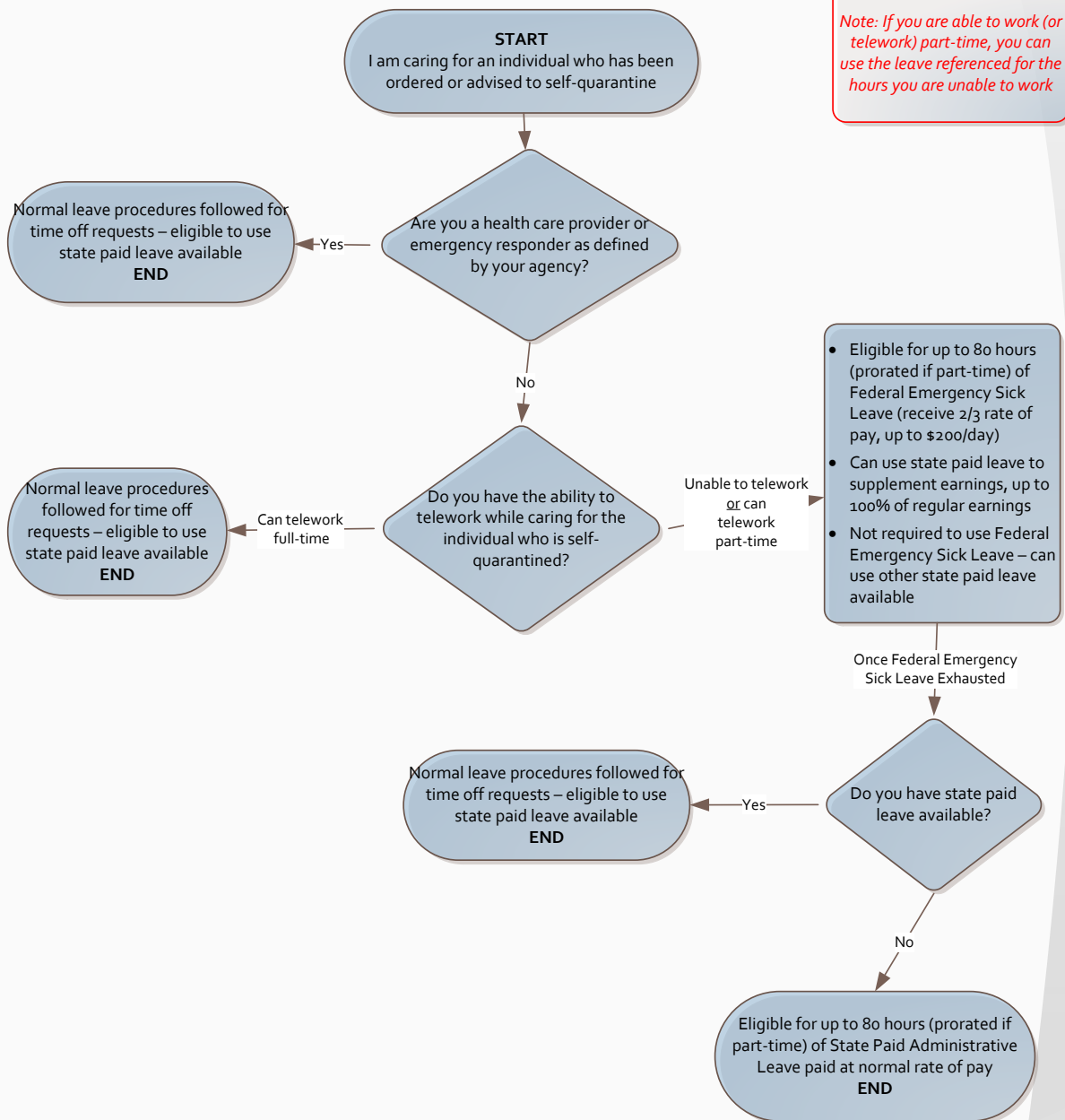
# Leave Usage: COVID-19 or Flu-like Symptoms

April 5, 2020



## State Paid Leave Includes:

- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time



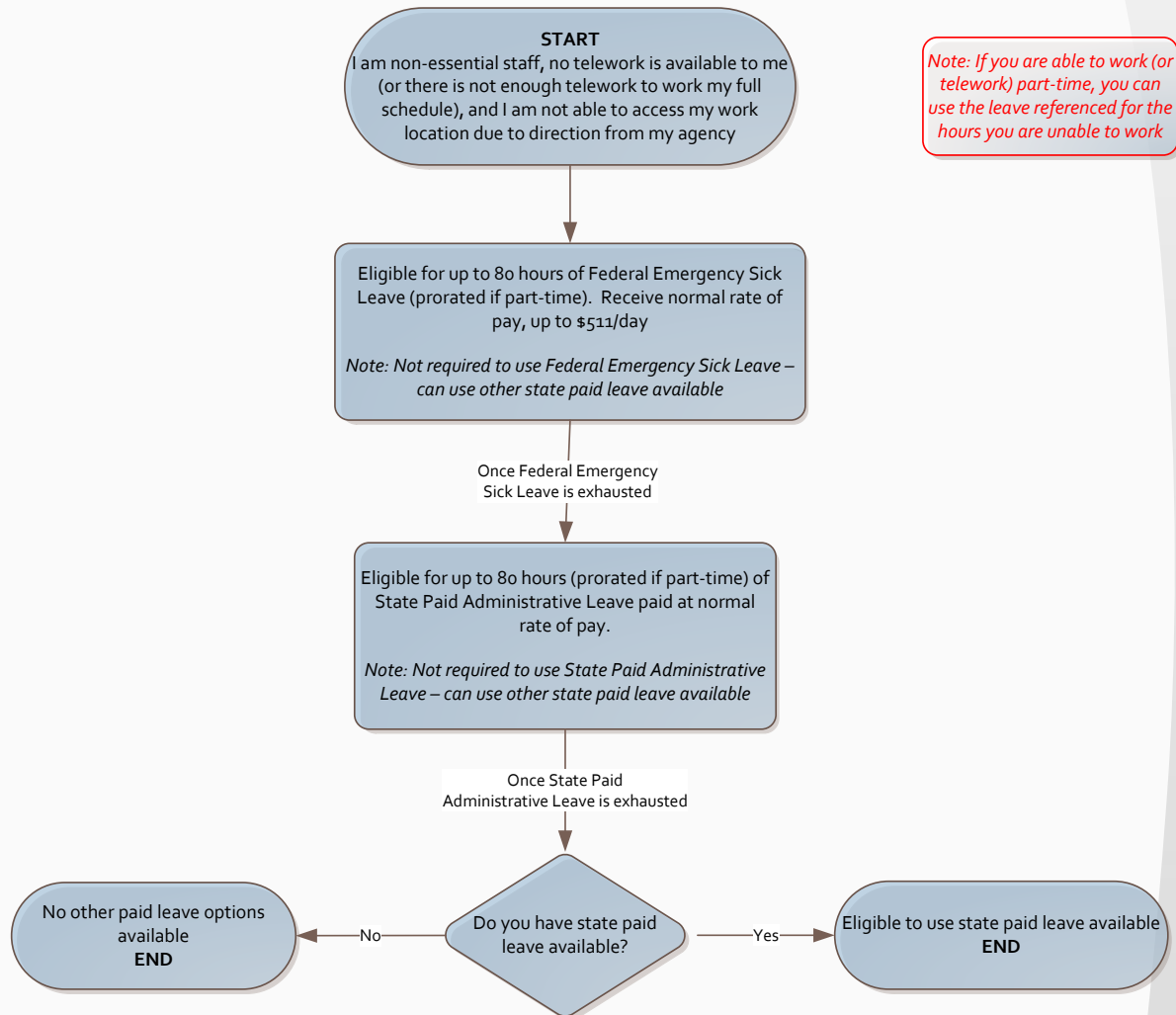
*Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work*

**State Paid Leave Includes:**

- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

# Leave Usage: Nonessential, No Telework

April 5, 2020



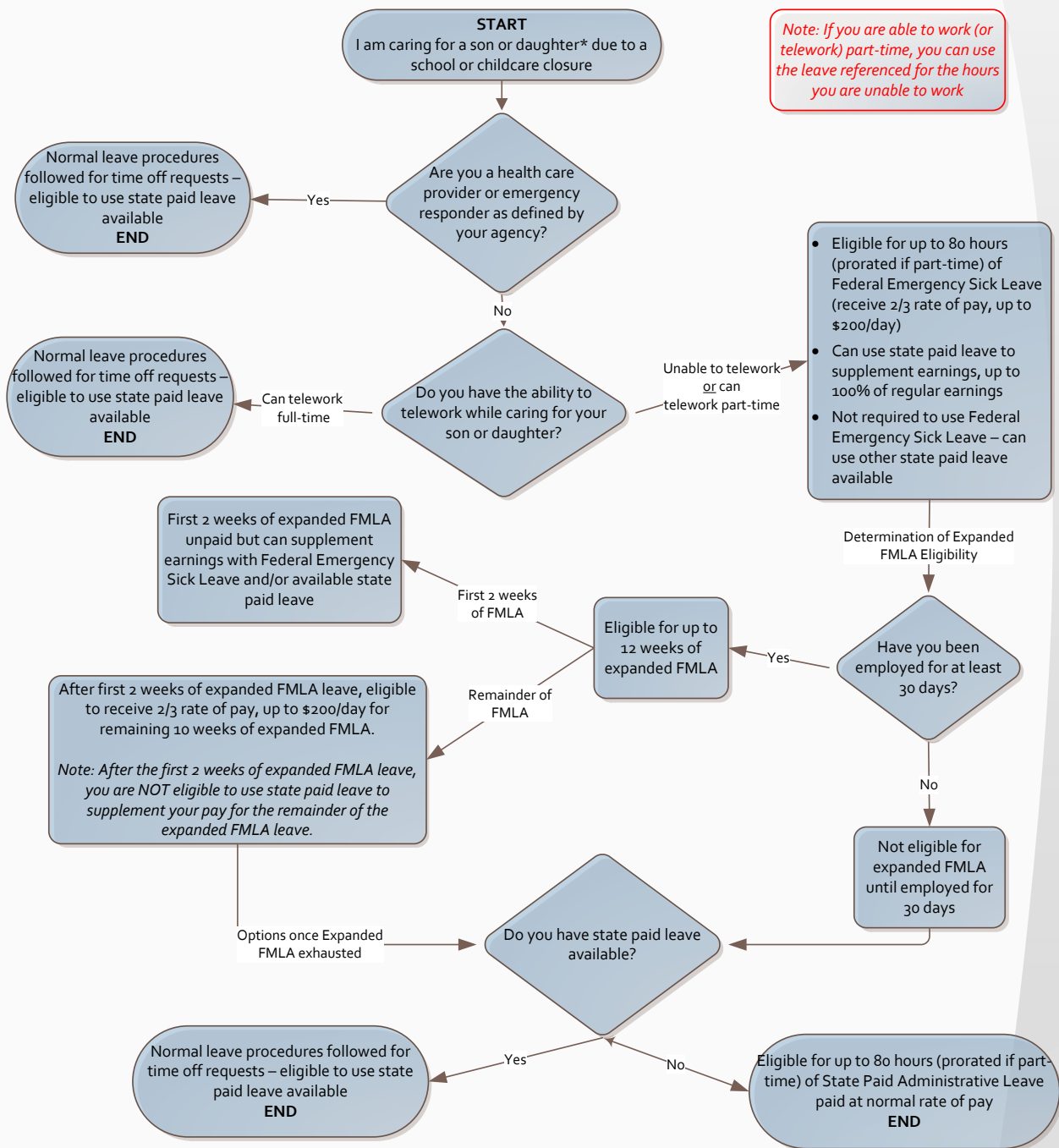
*Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work*

## **State Paid Leave Includes:**

- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

# Leave Usage: Childcare Closures

April 5, 2020



## State Paid Leave Includes:

- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

\* Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence